



# **Online Admission System**

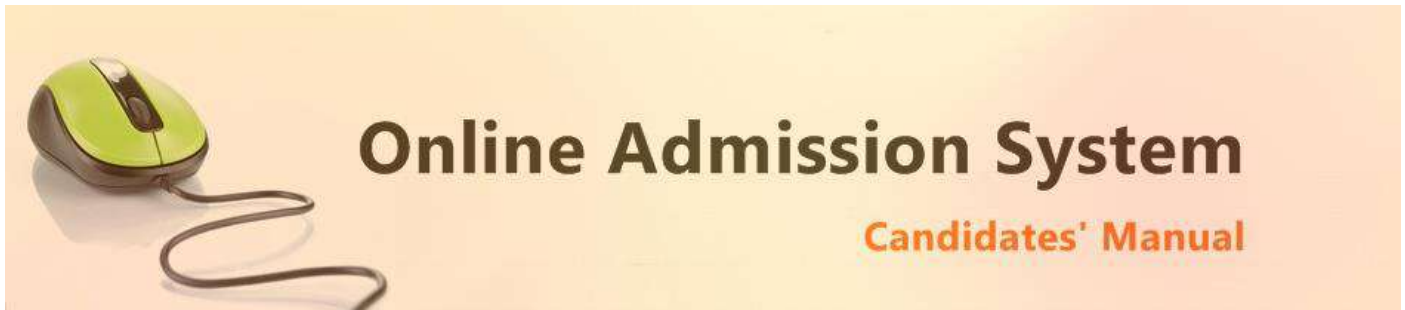
**Candidates' Manual**

**Online Admission System**

**(CBCS Based)**

**Candidate's Interface**

**Manual**

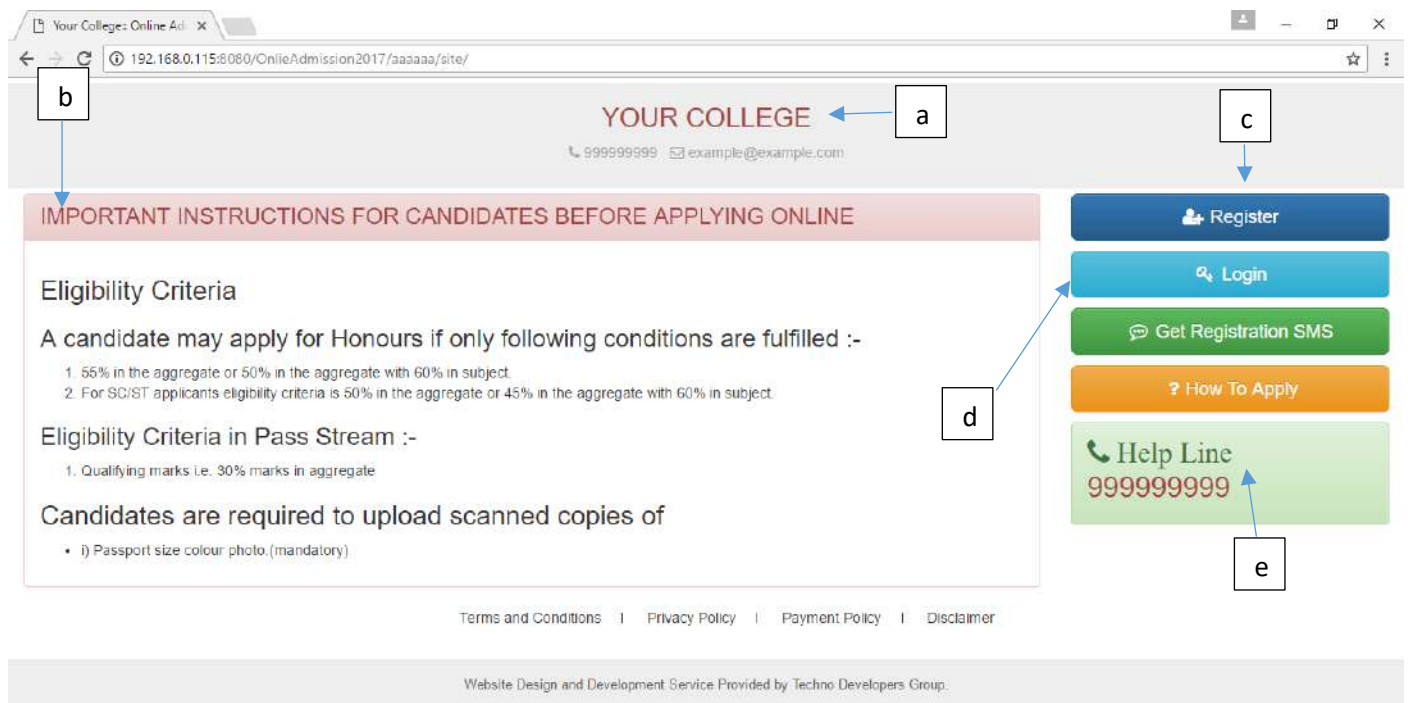


## Steps to apply for admission through the Online Admission system

Welcome to the online admission system prepared by TechnoDG.com. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system.

We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options.

We recommend using latest and updated browsers like **Google Chrome** or **Mozilla Firefox** for best experience.



- a) College Name
- b) Eligibility Criteria details & notices etc.
- c) New Candidates Registration button
- d) Applied Candidates Log in button
- e) College Helpline contacts

## How to Apply ?

To apply please click on the Register button and initiate the application process





## Registration Step 1 of 1

- 1) To begin the online registration process please Select the Course and Course Type from the dropdown lists. Marked with **RED BORDER**

Application for Under Graduate Courses

Vocational Board pass-out candidates are eligible to apply for the Program Courses only

Course Details

Select Course (\*)
2021-2022-BSC
Application Type
Honours Course
Caste (\*)
GEN(UNRESERVED)

Applicant Basic Details

Applicant Name (As per 10+2 Marksheet) (\*)
Ramesh Das
Mobile Number (\*)
8966230147
Date of Birth [As per Board Document] (\*)
24-June-2007

Applicant 10+2 Details

Board Name(\*)
WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
Registration Number (\*)
123654

Passing Year (\*)
2021
Admit Card Roll (\*)
123654
Admit Card Number (\*)
1234

10+2 Subject Marks (As per Marksheet)

10+2 Subjects
ENGLISH
Total Marks
100
Marks Obtained
75

Subject
BENGALI
Total Marks
100
Marks Obtained
75

Subject
PHYSICS
Total Marks
100
Marks Obtained
75

Subject
CHEMISTRY
Total Marks
100
Marks Obtained
75

Subject
MATHEMATICS
Total Marks
100
Marks Obtained
75

Subject
Select
Total Marks
Full Marks
Marks Obtained
Obtained Marks

Marks in ENVIRONMENTAL STUDIES / SCIENCE is not mandatory and not applied in merit calculation

Subject
ENVIRONMENTAL STUDIES / SCIENCE
Total Marks
Full Marks in
Marks Obtained
Obtained Marks

Select Subjects You want to Apply

Honours Program Course 1st Preference
Select One
Honours Program Course 2nd Preference
Select One
Honours Program Course 3rd Preference
Select One

Program Course Preference
Select Preference

☐ I undertake:

- To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the College Failing which the College may take appropriate action against me.
- To abide by the provisions of the UGC Regulations, 2009 on curbing the menace of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appearing at the Examination.
- I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided.

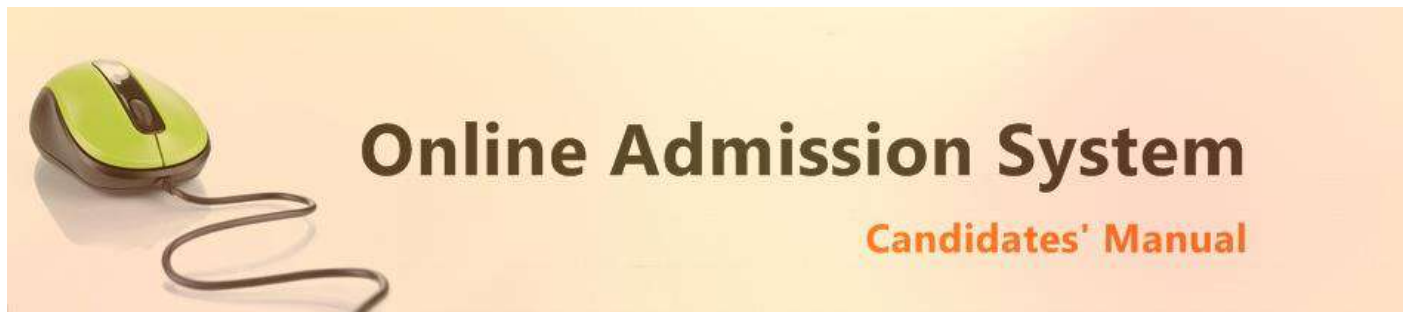
NB :

- Admission of a candidate will be canceled if any of statement is found incorrect. Incomplete form will be rejected.
- In place of "Elective Subjects" it should be "Honours subjects" and in place of "Compulsory subjects" it should be "Elective Subjects". (For Honours course)
- Select three elective subjects for General course.
- Students should not select similar subjects between the Elective and Compulsory Subjects. For e.g., if your Elective subject's combination has "English" then you cannot opt for "English" in Compulsory Subject options.
- Only change in case of elective subjects (for Honours courses) may be done during the time of verification of forms.
- A student can apply for maximum of three Honours courses and one General Course.

Submit Details

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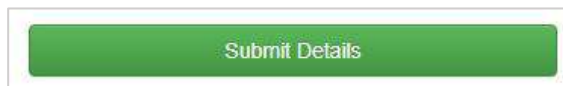
2) Next provide the Applicant's Personal Details marked with **Green Border**.

Please type in the following details properly

- i) Applicant Name (As per 10+2 Marksheet) (\*)
- ii) Mobile Number (\*)
- iii) Date of Birth [As per Board Document] (\*)
- iv) Board Name(\*)
- v) Registration Number (\*)
- vi) Passing Year (\*)
- vii) Admit Card Roll (\*)
- viii) Admit Card Number (\*) [in Case of Board Name = "WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION"]
- ix) 10+2 Subjects [Marks Details]
- x) Desire Honours course
- xi) Desire Program course

Please note all the fields marked with \* are compulsory

After inserting all required data click on



To proceed next step as below

Here you find your application number and date of birth, keep this data for further reference.

Application for Under Graduate Courses

**Registration Successful.** Dear candidate your registration is successful for Government General Degree College at Pedong Online Admission.

Your Application Number is : **XXXXXXXXXX**

Date of Birth is : **DD/MM/YYYY**

Please use this details as your login details and further communication will be made by the **Application Number**

**Student Login** **Go the Admission Portal**

Now click on student login button marked with blue line to complete the full process of application.

Login with User ID and Date of Birth

Registration No.

Date Of Birth

Six - 2 = ?

**Login** **Reset**



After Successful login the below form is appear

Personal Details
Subject Details
Documents Upload
Finalize & Submit

Step 1 : Personal Details

Logout

Candidate: Ramesh Das

Application No.: PG-191081SC233

Vocational Board Candidates are Eligible for General courses only.

Course: BSC

Course Type: HONOURS PROGRAM

Applicant Name: Ramesh Das

Father's Name: Ratan Das

Mother's Name: Ratna Das

Guardian Name: Ratan Das

Father's Occupation: Service

Mother's Occupation: House Wife

Annual Family Income: 50,001 TO 1,00,000

Mobile No.: 8956230147

Alternate Contact No.: 2356897410

E-mail ID: ramesh@gmail.com

Date Of Birth: 24-June-2007

Aadhar No.: 123645697412

Bank Name: ICICI

Bank Address: Sevoke Road

Bank Account No.: 06020641254

Bank IFSC Code: ICICI0808

Bank MICR Code: ICIC74532

Address For Communication

House No./Street/Road: 145/2 B Banamali Lane

Area / Ward No.: 23

Post Office: Siliguri

Village/Town: Siliguri

Block: Matigara

District: Darjeeling

Police Station: Siliguri

State: West Bengal

Pin Code: 734152

Permanent Address

Same as Above

House No. / Street / Road: 145/2 B Banamali Lane

Area / Ward No.: 23

Post Office: Siliguri

Village/Town: Siliguri

Block: Matigara

District: Darjeeling

Police Station: Siliguri

State: West Bengal

Pin Code: 734152

Applicant Other Details

Gender: MALE

Blood Group: A+

Marital Status: SINGLE

Religion: HINDUISM

Mother Tongue: BENGALI

Nationality: Indian

Economic Status: APL

Other Specification: NCC

Physically Challenged: No

I undertake

- To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the College Failing which the College may take appropriate action against me.
- To abide by the provisions of the UGC Regulations, 2009 on curbing the menace of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appearing at the Examination.
- I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided.

NB :

- Admission of a candidate will be canceled if any of statement is found incorrect. Incomplete form will be rejected.
- In place of "Elective Subjects" it should be "Honours subjects" and in place of "Compulsory subjects" it should be "Elective Subjects" (For Honours course)
- Select three elective subjects for General course.
- Students should not select similar subjects between the Elective and Compulsory Subjects. For e.g., if your Elective subject's combination has "English" then you cannot opt for "English" in Compulsory Subject options.
- Only change in case of elective subjects (for Honours courses) may be done during the time of verification of forms.
- A student can apply for maximum of three Honours courses and one General Course.

UPDATE

Reset

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# Online Admission System

## Candidates' Manual

Aadhar and Bank related information (not compulsory)

- i) 12 digit Aadhar Number
- ii) Your bank name
- iii) Bank Address
- iv) Bank Account Number
- v) Bank IFSC Code
- vi) Bank MICR Code

**[Note: The above information may not be available in your form as it is populated as per the preference & processes of the respective college or university]**

- 3) Please provide your communication address and permanent address

Address For Communication								
House No./Street *		P.O. *		Ward No.				
Village/Town *		Block		District *				
P.S. *		State *		PIN *				

Permanent Address <input checked="" type="checkbox"/> Same as Above								
House No./Street *		P.O. *		Ward No.				
Village/Town *		Block		District *				
P.S. *		State *		PIN *				

Please provide the following details of your address

- a) House No./Street Name
- b) Post Office (P.O)
- c) Ward No. (if any)
- d) Village/Town Name
- e) Block (if any)
- f) District Name
- g) Police Station (P.S)
- h) State
- i) PIN

To have the same address copied to the Permanent Address fields please have the option “**Same as Above**” Ticked/Checked. Else Untick/Uncheck the same to provide separate details for Permanent Address.

☒ **Same as Above**



#### 4) Applicant's Other Details

Applicant Other Details

<b>Gender</b> Select Gender ▼ +	<b>Blood Group</b> Select Blood Group ▼ +	<b>Marital Status</b> Select ▼ +
<b>Religion</b> Select ▼ +	<b>Mother Tongue</b> Select ▼ +	<b>Nationality</b> Indian ▼ +
<b>Economic Status</b> Select ▼	<b>Other Specification</b> Select ▼	<b>Physically Challenged</b> No ▼

☐ Tea Garden Residence

**One way approx. distance from residence to college**

Distance  In Kms.

☐ I undertake

- To abide by the provision of the Act, Statutes, Ordinances, Regulations and Rules of the College Failing which the College may take appropriate action against me.
- To abide by the provisions of the UGC Regulations, 2009 on curbing the menace of ragging in higher educational institution.
- To attend 75% of the classes to become eligible for appearing at the Examination.
- I am acceptable to the system generated SMS(s) sent from this website to the mobile number I have provided.

**NB :**

- Admission of a candidate will be canceled if any of statement is found incorrect. Incomplete form will be rejected.
- Students must select one Elective subjects combination and two Compulsory subject options.
- Students should not select similar subjects between the Elective and Compulsory Subjects. For eg: if your Elective subjects combination has "English" then you cannot opt for "English" in Compulsory Subject options.
- The selection of the preferred subjects may be changed during the personal verification phase at the college.

- Select your gender
- Select your blood group
- Select your marital status
- Select your religion
- Select your mother language
- Select your Nationality
- Select your Economic Status [APL or BPL]
  - If you are in BPL [Below Poverty Level] category you must put your BPL card number
- Select other specification [If you are a cadre of NSS or NCC or if you are a recognised sports person, in case of sports person the institute may ask for a physical certificate issued by Govt./Renowned sports authority.]
- Select your Physically Challenged Status [Whether you are Physically Challenged or not]
  - If you are a Physically Challenged person then you must put your Physically Challenged certificate number for verification.
- If you are a Residence of Tea garden then Tick on Check box, and declare the Name of Tea Garden
- Before you proceed next step by clicking on Submit Button, you have to tick checkbox just beside "**I undertake**" and confirm agreeing to the term of the admission to the institute and the online admission system.
- Click on "**Submit**" to save and proceed.



## Registration Step 2 of 4

Step 2 : Subject Details Login

Candidate: NILADRY DEB Application No: TM102346

Applicant Academic Details

Last School Attended: 10+2 School Name Board: Select Board Year OT Pass: Select

Stream: Select Stream 10+2 Roll No.: 10+2 Roll No. 10+2 Registration No.: 10+2 Registration No.

Category: Select Major Indian Language for Part III: Select

Provide Your 10+2 Subject & marks as per Mark sheet

Subject	Total Marks	Marks Obtained
ENGLISH	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks
Select	100	Obtained Marks

Marks in ENVIRONMENTAL STUDIES / SCIENCE is not mandatory and not applied in merit calculation

ENVIRONMENTAL STUDIES / SCIENCE Full Marks in: Obtained Marks

Select Subjects/Course You want to Apply  
The subject preferences can be modified till the payment for this application is complete.

- i) Your last attended School Name from where the applicant has passed Higher Secondary (HS/10+2)
- ii) Select your Higher Secondary Board Name
- iii) Select the year of passing Higher Secondary Examination
- iv) Select your stream [Science, Arts or Commerce etc.]
- v) Your Higher Secondary Roll number.
- vi) Your Higher Secondary Registration Number
- vii) Select your category [General/Unreserved, SC, ST, OBC A or OBC B etc.]
  - i. If you are applying under any reserved category (i.e. other than General/Unreserved category) then please mention your respective category certificate number.
- viii) Select your Major Indian Language [MIL] for part III
- ix) Please provide your higher secondary examination marks appropriately as displayed in your marksheet.
- x) Select the **Subject name** from the list, provide the **Total Marks** of the Examination and then the marks Obtained by the candidate appropriately.
- xi) A few subjects may be preselected as mandatory subjects for the course selected.
- xii) **Please provide your actual marks as per your marksheet only. DO NOT input percentage or average marks. The system shall calculate the same as per its set criteria appropriately.**
- xiii) Also below put the marks of Environmental Science/Study subject in same manner above this is not mandatory and also not applied in merit calculation.





# Online Admission System

## Candidates' Manual

### Course & Subject Selection (CBCS Based)

- Based on the 10+2 (HS) marks provided and the criteria set by the respective colleges & universities, the Subject/Course/Stream options where the candidate is eligible to apply for admission shall be populated.
- Select your desired Course and CBCS Subject preferences accordingly.

Please note that any modification on the 10+2 (HS) subject marks would again revalidate the eligibility of the opted courses and CBCS subjects. Please verify and select your preferences again.

1st Preference	2nd Preference	3rd Preference
HISTORY	ENGLISH	GEOGRAPHY
GE1 Sem 1 and 2 ECONOMICS	GE1 Sem 1 and 2 NEPALI	GE1 Sem 1 and 2 ENGLISH
GE2 Sem 3 and 4 POLITICAL SCIENCE	GE2 Sem 3 and 4 PHILOSOPHY	GE2 Sem 3 and 4 POLITICAL SCIENCE
AECC1 Sem 1 ENVIRONMENTAL STUDIES	AECC1 Sem 1 ENVIRONMENTAL STUDIES	AECC1 Sem 1 ENVIRONMENTAL STUDIES
AECC2 Sem 2 ENGLISH	AECC2 Sem 2 ENGLISH	AECC2 Sem 2 HINDI

Program Course Preference  
B.A. GEN

Select one Subject form each of the sections below.

DSC1 Sem 1 to 4		
GROUP 1	GROUP 2	GROUP 3
<input type="radio"/> BENGALI <input checked="" type="radio"/> <b>ENGLISH</b> <input type="radio"/> HINDI <input type="radio"/> NEPALI <input type="radio"/> SANSKRIT	<input type="radio"/> ECONOMICS <input type="radio"/> EDUCATION <input type="radio"/> HISTORY <input type="radio"/> PHILOSOPHY	<input type="radio"/> GEOGRAPHY <input type="radio"/> PHYSICAL EDUCATION <input type="radio"/> POLITICAL SCIENCE <input type="radio"/> SOCIOLOGY

DSC2 Sem 3 and 4		
GROUP 1	GROUP 2	GROUP 3
<input type="radio"/> BENGALI <input type="radio"/> ENGLISH <input type="radio"/> HINDI <input type="radio"/> NEPALI <input type="radio"/> SANSKRIT	<input type="radio"/> ECONOMICS <input type="radio"/> EDUCATION <input type="radio"/> HISTORY <input type="radio"/> PHILOSOPHY	<input type="radio"/> GEOGRAPHY <input type="radio"/> PHYSICAL EDUCATION <input type="radio"/> POLITICAL SCIENCE <input checked="" type="radio"/> <b>SOCIOLOGY</b>



# Online Admission System

## Candidates' Manual

<b>LCC1</b>	<b>Sem 1 and 3</b>
<b>GROUP 1</b>	
<input type="radio"/> BENGALI	
<input checked="" type="radio"/> <b>HINDI</b>	
<input type="radio"/> NEPALI	
<input type="radio"/> SANSKRIT	

<b>LCC2</b>	<b>Sem 2 and 4</b>
<b>GROUP 1</b>	
<input checked="" type="radio"/> <b>ENGLISH</b>	

<b>AECC1</b>	<b>Sem 1</b>
<b>GROUP 1</b>	
<input checked="" type="radio"/> <b>ENVIRONMENTAL SCIENCE</b>	

<b>AECC2</b>	<b>Sem 2</b>
<b>GROUP 1</b>	
<input type="radio"/> BENGALI	
<input type="radio"/> ENGLISH	
<input type="radio"/> HINDI	
<input type="radio"/> NEPALI	
<input type="radio"/> SANSKRIT	

<b>GE1</b>	<b>Sem 5</b>
<b>GROUP 1</b>	
<input type="radio"/> ECONOMICS	
<input checked="" type="radio"/> <b>EDUCATION</b>	
<input type="radio"/> HISTORY	
<input type="radio"/> PHILOSOPHY	

### Legends:

- CC / DSC: Core Course for Honours / Discipline Specific Core Course for Program
- GE: General Elective
- LCC: Language Core Course
- AECC: Ability Enhancement Compulsory Course

Click on the “**Submit**” button to save.

**SUBMIT**

On clicking the “Submit” button the form shall be checked for the details provided and you shall be prompted for the missing or improper compulsory field data for review and submission. If all the details are completed properly then the registration will proceed to next step.



### Registration Step 3 of 4

#### Documents upload section

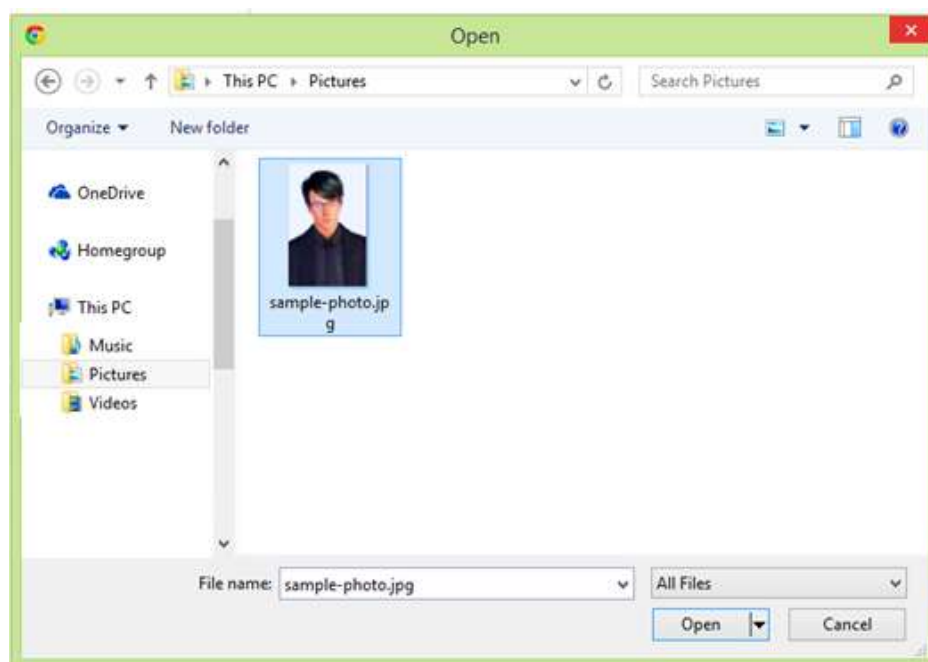
**Step 3 : Documents Upload** Logout

Candidate : XXXXXXXXXXXX Application No : XXXXXXXXX

**Upload Restrictions :** File Types: (.jpg, .jpeg, .gif, .png) only || Each File Size: Not More than 250.00 KB  
Please choose file the click on Upload Button to upload your file

Upload Your Colour Photo	*	Choose File	No fil...hosen	Upload
Your Signature	*	Choose File	No fil...hosen	Upload
Class Xth Admit Card	*	Choose File	No fil...hosen	Upload
Class XIIth Mark Sheet	*	Choose File	No fil...hosen	Upload
Own Caste Certificate in case of SC, ST and OBC candidates or Medical Certificate wherever applicable	*	Choose File	No fil...hosen	Upload

- i) To upload your photo please ensure that you have the soft copy of the photo already stored on your PC. Click on the "Choose File" or "Browse" button to explore your PC.





# Online Admission System

## Candidates' Manual

- ii) Please navigate to the appropriate location and select the appropriate image of your passport sized photo and click Open. You may also double click on the image to select and open at once.
- iii) The select window shall close and the image shall be uploaded. The upload confirmation along with the “View” button will be visible.

Upload Your Photo

\*

Choose File

sampl....jpg

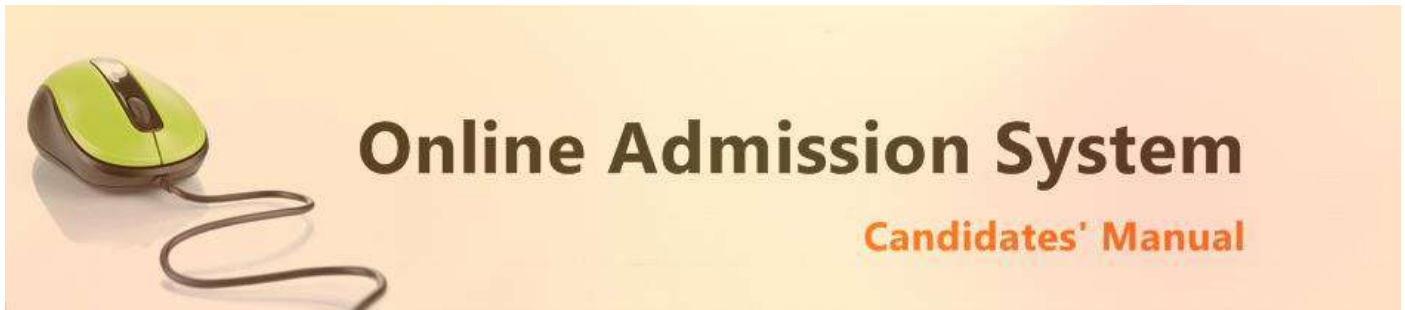
✓ Uploaded

Document Upload Success



### Upload Documents:

Please follow the similar process as explained above to select the scanned copies of the required documents as mentioned for uploading.



#### Registration Step 4 of 4

The Step 4 of registration provides option to process and finalized the application.

Personal Details ✓

Subject Details ✓

Documents Upload ✓

Finalize ?

Admission ?

Step 4 : Finalize 

Logout

Candidate Name: XXXXXXXX SSSSS

Application No: XXXXXXXXXX

Important Note :

1. Please Confirm your submitted application & take a print of your **Application Form**.

2. Application data can be changed before Final Submission. After the Final Submission the Application data can be modified. So please make the necessary changes (If needed) before final submission.

Application Status : 

Pending

Confirm and Submit Application

Once you “**Confirm and Submit Application**” you will find the application from to print





# Online Admission System

## Candidates' Manual

Personal Details
Subject Details
Documents Upload
Finalize
Admission

Step 4 : Finalize

Logout

Candidate Name: XXXXXX XXXX

Application No: SSSSSSSSSS

Important Note :

- Please confirm your submitted application & take a print of your **Application Form**.
- Application data can be changed before Final Submission. After the Final Submission the Application data cannot be modified. So please make the necessary changes (if needed) before final submission.

Application Status : Confirmed

Print Application Form

Affiliated to University of North Bengal  
Online Application Form for Session : 2021-2022

Application No :	SC21BSC1	Application Date :	02/08/2021
Course :	BSC HONOURS & PROGRAM	Date of Birth :	11-July-2003
Candidate Name :	SAYANDEEP MONDAL		
Father's Name :	SARADINDU MONDAL	Occupation :	PRIVATE
Mother's Name :	MANONI MONDAL	Occupation :	HOUSEWIFE
Guardian's Name :	SARADINDU MONDAL	Family Income:	ABOVE 2,00,000
Mobile :		Phone :	
		Email :	
		Aadhar :	
Gender : MALE	Marital Status : SINGLE	Nationality : INDIAN	Religion : HINDUISM
			Mother Tongue : BENGALI
Category : GEN(UNRESERVED)	Physically Challenged : NO	Economic Status : APL	Blood GP : A+
			Other Spec : NO

# Applied To	CBCS Subject Preference			
1 ZOOLOGY	GE1: MICRO BIOLOGY	GE2: BOTANY	AECC1: ENVIRONMENTAL SCIENCE	AECC2: BENGALI
2 PHYSIOLOGY	GE1: ZOOLOGY	GE2: BOTANY	AECC1: ENVIRONMENTAL SCIENCE	AECC2: BENGALI
3 MICRO BIOLOGY	GE1: ZOOLOGY	GE2: BOTANY	AECC1: ENVIRONMENTAL SCIENCE	AECC2: BENGALI
5 B.SC. GEN	DSC1 AND DSE1: ZOOLOGY	DSC2 AND DSE2: MICRO BIOLOGY	DSC3 AND DSE3: BOTANY	AECC1: ENVIRONMENTAL SCIENCE
				AECC2: BENGALI
				SEC1: ZOOLOGY
				SEC2: MICRO BIOLOGY

Communication Address:
Permanent Address:

Applicant Academic Details :

School Name : SILIGURI BARADAKANTA VIDYAPITH (H. S.)	Board : WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
Stream: SCIENCE	10+2 Roll No. : 110511-1512
	10+2 Registration No. : 1181007113

10+2 Subjects	Total Marks	Obtained Marks	Percentage
ENGLISH	100	80	80 %
BENGALI	100	88	88 %
BIOLOGY/ BIOLOGICAL SCIENCES	100	81	81 %
CHEMISTRY	100	88	88 %
PHYSICS	100	90	90 %
MATHEMATICS	100	77	77 %

Availed Kanyashree in your previous institution :
Want to avail Kanyashree at this College :

Hostel Facility Needed : NO
Travel and Tourism Management (TTM) career oriented programme : **NOT OPTED**

I certify that the above statements are true and I undertake :

- To abide by the provisions of the Act, Statutes, ordinances, Regulations and Rules of the college, failing which, the college may take appropriate action against me.
- To abide by the provisions of the UUC regulations, 2019 on curbing the menace of ragging in higher educational institution.
- To attend at least 15% of the classes to become eligible for appearing at the examination, as per university regulation.
- To accept the system generated (SHA) sent from this website to the mobile number / have provided.
- To register as www.admissionin.in and submit the declaration during admission.

Please Follow Our College Website (www.siliguri.college.org.in) For Further Updates and Information
Signature of Applicant